

## Finance Committee Minutes – 2/12/2015

The meeting began at 10:15 AM. Finance Committee members in attendance were Jim Consolati, Tonio Palmer and Don Puntin. Jim Consolati prepared the minutes for this meeting.

Prior to the start of the meeting, the Finance Committee met with Tim Taylor at the Assessors' office to gain a better understanding of the interactions among Assessors, Tax Collector, Treasurer and Town Administrator. Tim provided us with an excellent overview and explanations of basic workflows. In addition, for comparison purposes, Tim told us that the Town of Tolland was similar to Tyringham in regard to demographics, valuations and tax collections. Our session lasted approximately 45 minutes.

Based on information that the Finance Committee collected from neighboring towns, interviews with various town officials and our meeting with the Tax Collector on 1/21/2015, we finalized a list of Tax-Collector tasks and responsibilities. We then set time estimates for each task/responsibility to arrive at the approximate hours that are needed annually to complete all Tax-Collector processes for the Town of Tyringham. Tonio agreed to complete a spreadsheet and to outline Finance-Committee recommendations for submission to the Selectmen at their next regularly-scheduled meeting (2/24/2015).

The Finance Committee reviewed the time schedule for the FYE 2016 budgeting process and made arrangements to meet with the Highway Department at our next meeting (2/23/2015).

The meeting was adjourned at 11:45 AM.